

MEMORANDUM OF UNDERSTANDING

CITY OF LODI

AND

ASSOCIATION OF LODI CITY EMPLOYEES

GENERAL SERVICES UNIT

July 1, 2003 – June 30, 2005

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City of Lodi
And
ALCE - General Services Unit
2003-2005

Chapter 1 - Salaries and Other Compensation

ARTICLE I – SALARY

- 1.1 Effective December 8, 2003, employees shall receive proposed increases shown in Attachment A. Stated increases include full implementation of the salary survey, (except for employees whose differentials exceed 10% who shall receive 50% December 8, 2003 and 50% effective the pay period in which July 1, 2004 falls - see Attachment B.) 3% survey update adjustment, and a 2.5% cost of living increase.
- 1.2 Effective the pay period in which July 1, 2004 falls, employees shall receive a cost of living increase based upon the consumer price index (CPI-W), San Francisco-Oakland-San Jose. The increase shall be no less than 2% and no greater than 4% and calculated using the April 2004 average that is issued by the Department of Labor.
- 1.3 Effective the pay period in which July 1, 2005 falls, employees shall receive a cost of living increase as indicated in 8.2, using the April 2005 average index referenced in 8.2.
- 1.4 The City and ALCE agree to meet and confer on benchmarks to be used in the next survey conducted in 2006.
- 1.5 The fifteen cities to be surveyed are as follows:
- | | | | | | |
|-----------|---------|-----------|-----------|--------|---------|
| Chico | Clovis | Davis | Fairfield | Merced | Manteca |
| Modesto | Redding | Roseville | Stockton | Tracy | Turlock |
| Vacaville | Visalia | Woodland | | | |

ARTICLE II – COMPENSATORY TIME

- 2.1 Employees may accrue compensatory time in lieu of overtime pay. The accrual rate for compensatory time shall be at the appropriate rate for overtime worked.
- 2.2 The decision to elect compensatory time or overtime pay may be made each time overtime is worked.
- 2.3 No more than eighty (80) hours of compensatory time may be carried on the books at any time.
- 2.4 An employee's decision to elect compensatory time instead of overtime pay is irrevocable.
- 2.5 Upon separation, the employee will be paid at the employee's current hourly rate of pay or the average of the last three years, whichever is higher, for the remaining compensatory balance.

ARTICLE III – COURT APPEARANCES

- 3.1 Employees summoned by a court for jury duty shall be granted jury duty leave with pay and may keep any jury duty compensation received. Voluntary grand jury service such as that service in San Joaquin County is not covered by jury duty leave.
- 3.2 If jury duty attendance is less than one-half of a normal working day, the employee is expected to return to work.
- 3.3 Employees assigned to shift work shall not be scheduled for regular work during the 12 hours preceding the scheduled time for jury duty.
- 3.4 If an employee has had jury duty of six hours or more during a 16 hour period immediately preceding the beginning of or following the end of his/her regular work hours on a work day, he/she will be given a rest period of six consecutive hours.
- 3.5 If an employee covered by this agreement is required by subpoena issued by an authority granted subpoena powers, to appear before it or to give a deposition as a result of an action taken within the scope of employment with the City that employee will receive his full pay while so doing with no loss of time if he/she is on regular duty. If the employee is not on duty the City agrees to compensate that employee at one and one half time his regular pay for the time spent in any appearance as required by this Article. As a prerequisite for payment to off-duty employees, the Department Head designee must be notified in writing of the off

duty appearance within seventy two hours after the employee is subpoenaed or otherwise notified of the required court appearance.

ARTICLE IV – DEFERRED COMPENSATION

- 4.1 The City shall match contributions by General Services employees to a deferred compensation program up to a maximum of 3.0% of the employee's salary.

ARTICLE V – EDUCATION INCENTIVES

- 5.1 Employees in sub professional engineering positions having the following certificates will receive an additional \$23.08 per pay period:
- A) Engineer in Training
 - B) Land Surveyor in Training
 - C) Land Surveyor
- 5.2 Employees designated by the Department Head and approved by the City Manager who have passed a bilingual proficiency examination administered by the City shall receive a monthly bilingual supplement of \$75.
- 5.3 Effective December 8, 2003, Police Records Clerks approved for bilingual pay shall receive \$150.00 per month.

ARTICLE VI – FLEXIBLE SPENDING ACCOUNT

- 6.1 The City will maintain a "flexible spending account" to conform to IRS regulations to be used for premium contributions, dependent care and/or un-reimbursable medical payments for unit members.

ARTICLE VII – MILEAGE COMPENSATION

- 7.1 Employees using their personal automobile for City business, with their department head's approval, shall receive mileage compensation equal to that

allowed by the Internal Revenue Service. City business does not include transportation to and from work or call backs due to emergencies.

Allowance increases shall be effective the first day of the month following the determination of an increase by the IRS.

ARTICLE VIII – OVERTIME

8.1 Overtime work paid at the time and one half rate, is work performed by an employee outside his or her regular work hours, and includes time worked:

1. In excess of forty (40) hours in a work week.
2. In excess of eight (8) hours in a work day.
3. Time worked outside of regular hours of work on a work day unless notification has been made in accordance with Section 29.1 and 29.2.
4. Time worked on a non-work day.

Time worked on a holiday will be paid at time and one-half rate.

Overtime work paid at the double time rate is work performed in excess of twelve (12) hours, between 12 midnight and 12 midnight on any given day, or for any hours between the hours of 12 midnight and 6:00 a.m.

Hours worked on a holiday, as part of an employee's regular work schedule shall be compensated as above, plus regular straight time pay.

8.2 Employees who are required to report for prearranged work on their non-work days or holidays, shall be compensated at the overtime rate for actual hours worked, but in no event shall they be paid for less than three (3) hours.

8.3 **REST PERIOD**

If an employee has worked for six (6) hours or more at the overtime rate during the sixteen (16) hour period immediately preceding the beginning of his or her regular work hours, on a work day, he or she shall be given a rest period of six (6) consecutive hours at the completion of the overtime work. Compensation for the six (6) hour rest period shall be allowed at the straight time rate for those hours within the rest period which overlap the normal working hours.

8.4 Compensation paid to employees called out in emergency situations, outside their regular work hours, shall be a minimum of three (3) hours pay at the overtime rate. Additional call outs, during that day, shall be compensated at the overtime rate for actual hours worked with a one hour minimum. Only one call out

between the hours of 12:00 o'clock midnight and 12:00 o'clock midnight shall be compensated at the minimum three hour period.

8.5 When, at the request of the Supervisor in charge, and employee reports for prearranged overtime:

- (1) On work days outside of regular work hours, shall be paid overtime compensation for actual worked time in connection therewith, provided however, that if any such employee continues to work into regular work hours, shall be paid overtime compensation only for actual work time up to regular work hours.
- (2) On non-work days or on holidays, shall be paid overtime compensation for actual work time in connection therewith.

For the purpose of this Section, prearranged overtime work is deemed to be work for which advance notice has been given by the end of preceding work period on a work day.

ARTICLE IX – TEMPORARY UPGRADE

9.1 Any General Services employee who is assigned to duties and responsibilities of a higher classification for three (3) or more consecutive days will be compensated 5% above the salary which he or she is currently receiving.

ARTICLE X – TOOLS AND UNIFORM ALLOWANCE

10.1 The City agrees to provide all necessary uniforms and safety equipment for the following classifications in the General Services Unit:

Animal Control Officer	Assistant Animal Control Officer
Meter Reader	Parking Enforcement Assistant
Police Records Clerk I/II	Senior Storekeeper/Buyer
Storekeeper	

10.2 Quarterly uniform allowances shall be provided to the following General Services classifications:

- Animal Control Officer - \$150
- Assistant Animal Control Officer - \$150
- Meter Reader - \$75

- Parking Enforcement Assistant - \$150.00
(Effective December 8, 2003)
- Police Records Clerk I/II - \$150

The uniform allowance shall be paid quarterly as part of the last bi-weekly payroll in the months of March, June, September, and December.

- 10.3 The City and the ALCE mutually agree that the City shall purchase appropriate foul-weather coats and boots as deemed necessary for field personnel.

ARTICLE XI – TUITION REIMBURSEMENT

- 11.1 Tuition Reimbursement will be provided as stated in the City's Tuition Reimbursement Policy Dated July 1, 2003.
- 11.2 In the event that future changes in classification specifications require that certificates or other educational standards be implemented, the ALCE reserves the right to negotiate wage adjustments for affected classifications.

ARTICLE XII – WORKERS' COMPENSATION

- 12.1 The City and ALCE mutually agree that when an employee is compelled to be absent from work due to injuries or illness arising out of and in the course of his or her employment, the City shall pay full compensation to any represented employee who becomes eligible for benefits under Workers' Compensation laws for the period of the time between the injury and the first day of eligibility for benefits. With the determination that the injury or illness is compensable in accordance with Workers' Compensation benefit criteria, the employees upon receiving said benefits such paid by Workers' Compensation shall also receive compensation from the City in an amount that when added to the Workers' Compensation payment shall equal the employees regular salary. The amount paid by the city shall, after the period from the date of injury and date of eligibility, be charged to the employee's sick leave account. The employee's regular deductions shall be made from the amount paid by the City.

Chapter 2 - Leaves

ARTICLE XIII – ADMINISTRATIVE LEAVE

- 13.1 It is understood and mutually agreed that employees historically receiving Administrative Leave benefits are exempt from the overtime provisions of this Article. The classifications affected are as follows:

Junior Planner	Junior Engineer	D.P Programmer/Analyst
Assistant Planner	Assistant Engineer	Librarian I/II
Associate Planner	Associate Civil Engineer	

ARTICLE XIV – CATASTROPHE LEAVE

- 14.1 Catastrophe Leave will be available for all unit members who by reason of verifiable long term illness or injury exhausts all employee benefits. Catastrophe Leave will be funded by voluntary transfers of the dollar value of accumulated compensatory time, vacation and/or other time accumulated by the member.
- 14.2 Employees receiving Long Term Disability are not eligible for Catastrophe Leave benefits.
- 14.3 Donations shall be converted into dollar value and shall be drawn at the requesting employees pay step. All donations must be a minimum of four (4) hours and are irrevocable.

EXAMPLE:

Jane Doe, Recreation Supervisor donated 8 hours of leave to Joe Smith, Laborer:

Jane Doe makes \$18.99/hour $\$18.99 \times 8 \text{ hrs} = 151.92$

Joe Smith makes \$10.41/hour $\$151.92 \div \$10.41 = 14.59 \text{ hours}$

Joe Smith will be able to utilize 14.59 hours from Jane Doe's request.

- 14.4 Catastrophe Leave will be administered in accordance with the Catastrophe Leave Policy and Procedure. (See Catastrophic Leave Policy and Procedure Dated February 5, 2003). In addition to employees, spouses and dependent children, Catastrophe Leave may also be used for parents.

- 14.5 To be eligible to receive this benefit the employee must have first exhausted all accrued time. This benefit can not be used for more that six (6) consecutive months.

ARTICLE XV – FUNERAL LEAVE

- 15.1 Regular employees shall be permitted to use sick leave, vacation leave, or compensatory time off to attend the funeral of a member of their immediate family, including the time the deceased may lie in state, the day of the funeral, and the time necessary to travel to and from the location of the funeral. Use of sick leave may not exceed three (3) working days. The immediate family shall be limited to an employee's:

spouse	parent	grandparent	grandparent-in-law
parent-in-law	child	grandchild	son-in-law
sister	stepchild	brother	daughter-in-law
half-brother	half-sister	foster parents	

or a more distant relative who was a member of the employee's immediate household at the time of death.

- 15.2 A regular employee may use sick leave, vacation leave, or compensatory time off to attend the funeral of a person the employee may be reasonably deemed to owe respect. Use of sick leave may not exceed three (3) days for classifications in the General Services Unit.

ARTICLE XVI – HOLIDAYS

- 16.1 Members of this Unit shall observe the following holidays:

• New Years Day	January 1
• Martin Luther King, Jr. Day	3 rd Monday in January
• President's Day	3 rd Monday in February
• Memorial Day	Last Monday in May
• Independence Day	July 4
• Labor Day	1 st Monday in September
• Thanksgiving Day	4 th Thursday in November
• Day after Thanksgiving Day	Friday following Thanksgiving Day
• Christmas Eve (4 hours)	December 24
• Christmas Day	December 25

In addition, each employee shall be granted an additional four (4) days of holiday leave (floating holiday) to be taken off at a time mutually agreed upon between

the employee and the department head. Holiday leave cannot be carried over into the following calendar year.

- 16.2 Holidays which fall on the first regularly scheduled day off shall be observed on the preceding work day. Holidays which fall on any other regularly scheduled day off shall be observed on the next regularly scheduled work day, with the exception that if the next regularly scheduled work day is also a holiday, the first holiday shall be observed on the preceding work day.
- 16.3 Bargaining unit members will be granted a day off on the Saturday and Sunday preceding any holiday observed by the City and the Library on a Monday. Bargaining unit members will also be granted a day off on the Saturday and Sunday following the observance of a Saturday holiday on the preceding Friday by the City and the Library. Bargaining unit members will also be granted a day off on Easter Sunday.
- 16.4 Holiday time may be taken in quarter hour increments.

ARTICLE XVII – LEAVE OF ABSENCE

- 17.1 The City and the ALCE mutually agree that the inability to return to work after an employee's sick leave has been exhausted shall be considered an urgent and substantial reason for the granting of a leave of absence in accordance with the Administrative Policy and Procedure Manual, Leave of Absence Policy.
- 17.2 The City interprets this Section as providing that the conditions under which an employee shall be restored to employment on the termination of leave of absence shall be stated as clearly as possible at the time by the City in conjunction with the granting of the leave of absence. The City reaffirms its policy that an employee's status as a regular employee is not impaired by such leave of absence.
- 17.3 City employees who are working are entitled to use sick leave, vacation leave, administrative leave, or long-term disability leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence for other illnesses or medical disabilities. Long-term disability leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician; however, the City may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the City at City expense.

- 17.4 An employee on leave for pregnancy disability under this policy shall be entitled to return to the same position or to a position comparable to that held at the time the leave commenced. A physician's release must be provided to the appropriate supervisor prior to an employee's return to work.
- 17.5 An employee seeking pregnancy/disability/family care leave shall be required to provide a request in writing (not less than four weeks) to the Supervisor of the anticipated date upon which leave shall commence and end, although the commencement date may vary according to the employee's actual disability.
- 17.6 Employees who are placed in a Leave Without Pay status following the expiration of sick leave, vacation, compensatory time off, administrative leave, or long-term disability leave such that the employee is no longer in a pay status shall not receive employer paid employment benefits.

Employees place in a Leave Without Pay status due to disability will continue to receive a three-month (3) extension of:

- (1) Medical coverage following the month in which the employee is placed in such status. Other benefits include:
- (2) Dental, Vision, or Medical coverage past the three-month extension period, may be continued at the employee's expense.

ARTICLE XVIII – SICK LEAVE

- 18.1 Effective December 8, 2003, full time employees shall accumulate sick leave at the rate of 3.70 hours per pay period. (12 days per year)
- 18.2 Sick leave may be accumulated up to an unlimited amount.
- 18.3 Employees will be able to use family sick leave for parents or children not residing with the employee consistent with City policy of use of family sick leave for family members illnesses.

ARTICLE XIX – VACATION LEAVE

- 19.1 0 to 1 year – none. However, at the completion of twelve (12) continuous months of service, eighty (80) hours of vacation shall be credited to the employee's account.

- | | |
|--|--|
| 1 st through 5 th year | 3.08 hours per pay period (10 days per year) |
| 6 th through 11 th year | 4.62 hours per pay period (15 days per year) |
| 12 th through 14 th year | 5.24 hours per pay period (17 days per year) |
| 15 th through 20 th year | 6.16 hours per pay period (20 days per year) |
| 21 st year | 6.47 hours per pay period (21 days per year) |
| 22 nd year | 6.78 hours per pay period (22 days per year) |
| 23 rd year | 7.09 hours per pay period (23 days per year) |
| 24 th year | 7.40 hours per pay period (24 days per year) |
| 25 th year & over | 7.71 hours per pay period (25 days per year) |
- 19.2 If a conflict arises in the scheduling of vacations for employees in the same classification, the conflict shall be resolved in favor of the employee with the greatest seniority. The senior employee shall receive one first choice in any scheduling period.
- 19.3 For all persons hired after September 1, 1995 the maximum vacation accrual will be 6.16 hours per pay period.

Chapter 3 – Insurance and Retirement

ARTICLE XX – CHIROPRACTIC

- 20.1 The City agrees to pay all costs of premiums for employees and dependents for a chiropractic plan equivalent to the Landmark chiropractic plan.

ARTICLE XXI – DENTAL INSURANCE

- 21.1 The City agrees to provide a dental plan equivalent to the Delta Premier dental plan (group number 4381) to all employees and their dependents. Effective January 19, 2004, the City shall pay the full cost for the employee dental premium and three-quarters of the premium for dependents for the term of this agreement.

ARTICLE XXII – LIFE INSURANCE

- 22.1 A life insurance program providing \$10,000 term life insurance which includes a \$10,000 Accidental Death and Dismemberment coverage for the employee. Said

amount of insurance to reduce to \$6,500 at age 70, and to decrease to \$5,000 at age 75. In addition, a spouse, unmarried dependent children between the ages of 6 months and 21 years, unmarried student dependent children to 23rd birthday, and dependent handicapped children shall be covered for \$1,500 insurance. Children under 6 months shall be provided with \$150 life insurance.

The City will provide an additional \$25,000 of Accidental Death and Dismemberment insurance for each member in the General Services Unit.

- 22.2 The City shall assume the 1.1% salary cost previously paid by the employee for long-term disability and life insurance.

ARTICLE XXIII – LONG TERM DISABILITY

- 23.1 A long term disability program which, coordinated with other disability benefits, shall provide a benefit of 66-2/3% to a maximum of \$10,000 per month of the employee's basic monthly earnings in the event of disability. This program commences 60 days from the date of disability. Long-term disability benefits are coordinated with other benefits during disability, such as Workers' Compensation temporary disability payments or PERS unmodified retirement allowances.

ARTICLE XXIV – MEDICAL INSURANCE

- 24.1 The City agrees to provide medical insurance through the CalPERS Health Program. City shall pay 100% premium for employee only up to the highest HMO available in our geographical area. Effective January 19, 2004, employees shall contribute \$80.00 per month for Employee Plus One and \$104.00 per month for full family coverage.
- 24.2 Employees shall be eligible for medical insurance the first day of the month following the date the employee becomes a full-time regular employee of the City of Lodi.
- 24.3 If an employee has no dependents or chooses not to cover dependents with medical insurance the City will contribute \$25.00 per pay period to the employees deferred compensation account. If an employee elects not to be covered by medical insurance the City will provide an additional \$46.15 per pay period for a total of \$71.15 per pay period to the employees deferred compensation account.

- 24.4 If both the employee and the employee's spouse work for the City and are eligible for medical insurance, only one medical plan will be provided and Section 24.4 shall apply to the employee who is not the primary provider.
- 24.5 The City shall pay 100% of the premiums for health and dental benefits for the unmarried surviving spouse and any minor children of any members of this unit who is killed or dies during the performance of official duties. This benefit terminates if the surviving spouse remarries, the children reach the age of 18, or other medical insurance becomes available.
- 24.6 During the term of this MOU, the City and ALCE will meet and confer over whether to adopt a cafeteria plan, and if so, then over its terms. It is the City's intent to examine on a city-wide basis possible adoption of a cafeteria plan. Meeting over this issue may be conducted between the City and a coalition of City bargaining units, including ALCE. In absence of mutual agreement, the current terms of this MOU will remain in effect.

ARTICLE XXV – PERS

- 25.1 The City agrees to provide the following PERS retirement program and to pay the employer's cost:
- (a) PERS "2% at 55" full formula retirement benefits plus the following additional options:
 - (b) The increased ordinary disability benefits which provide under PERS a 30% benefit after five years of service increasing to a maximum 50% benefit (Section 21298).
 - (c) Third level of 1959 Survivor Benefit which provides for survivors of a member who dies prior to retirement. This benefit is in addition to the Basic Death Benefit before retirement. (Section 21382.4).
 - (d) Post-retirement Survivor Allowance which provides a surviving spouse with an allowance upon the event of death after retirement. (Section 21263 and Section 21263.1 and 21263.3).
 - (e) Credit for unused sick leave which provides additional service credit for unused accumulated sick leave at time of retirement. (Section 20862.8).
 - (f) Military Service Credit as Public Service (Section 21024).

- 25.2 On January 3, 1983, in lieu of any other salary adjustments which otherwise may have been agreed upon in this Unit, the City agreed to pay into each employee's PERS account 7% of the employees base salary.

ARTICLE XXVI – SICK LEAVE CONVERSION

- 26.1 For all unused sick leave, a represented employee with ten years of employment with the City shall receive medical insurance coverage upon retirement (but not upon resignation or termination) using one of the following options:

Option #1 – Conversion

After ten years of employment with the City, 50% of the represented employee's unused sick leave shall be converted to months of medical insurance as adjusted herein. For each year that an employee has been employed by the City in excess of ten years, the employee shall be entitled to add 2.5% to the 50% before converting the unused sick leave to months of insurance.

EXAMPLE

Robert Smith retirees with 20 years of service and 1800 hours of unused sick leave.

$$1800 \div 8 \times 75\% \div 12 = 14.06 \text{ years of coverage}$$

The amount of the premium paid shall be the same as the premium paid by the City at the time of retirement. Any differences created by an increase in premiums must be paid for by the employee.

In the event the retiree dies the surviving dependent(s) may purchase medical insurance for the same period as if the employee had not died.

Option #2 –Bank

50% of the dollar value of sick leave will be placed into a bank to be used for medical insurance premiums for the employee and dependent(s). For each year that an employee has been employed in excess of 10 years, 2.5% will be added to the 50% before valuing the size of the bank. Each hour of sick leave is valued at \$20.00.

EXAMPLE

Robert Smith retires with 20 years of service and 1800 hours of unused sick leave (multiplication factor - \$20.00).

$$1800 \times .75 \times 20.00 = \$27,000.00$$

This amount will be reduced each month by the current premium for the employee and dependent(s) until the balance is gone.

In the event the retiree dies the remaining bank will be reduced by 50% and the surviving dependent(s) may use the bank until the balance is gone.

Option #3 – Cash Out

A retired employee may choose to receive a cash settlement for unused sick leave at the rate of \$.30 on the dollar. Under this provision, employee's sick leave balance at the time of retirement shall be converted to dollars at the employee's current rate of pay.

- 26.2 In the event an active employee dies before retirement and that employee is vested in the sick leave conversion program, the surviving spouse will have an interest in one-half the value of the Bank option as calculated in section 26.1.
- 26.3 Employees selecting option #1 or #2, who retiree on a service retirement shall have the option of purchasing at the employee's cost, additional medical insurance sufficient to reach age 65.
- 26.4 Out of area retirees may receive reimbursement for medical insurance premiums up to the City's liability as specified in Section 26.1 of this Article.
- 26.5 The City agrees to modify its contract with PERS to add credit for unused sick leave per Government Code Section 20862.8. This benefit is available to all employees regardless of the date hired; however, it is the only sick leave conversion benefit available to employees hired after July 1, 1995. It is agreed that eight hours equals one day for purposes of determining days creditable. If an eligible employee opts to utilize the provisions of any section of article 26 other than 26.5, the City will report to PERS they have zero hours of unused sick leave.

ARTICLE XXVII – VISION INSURANCE

- 27.1 The City agrees to provide a vision care plan equivalent to the VSP Plan B with a \$25.00 deductible for the employee and dependents. The entire premium shall be paid by the City.

Chapter 4 – Safety

ARTICLE XXVIII – SAFETY/SAFETY BOOT PROVISIONS

- 28.1 The City reaffirms its desire and aim to provide a safe place of employment for its employees and shall continue to take all reasonable steps to ensure this.
- 28.2 Effective December 8, 2003, the City agrees to provide a safety boot allowance of \$150.00 per fiscal year for the following classifications:
- | | |
|--------------------------------|---------------------------------|
| Associate Civil Engineer (2) | (who do inspection/survey work) |
| Associate Traffic Engineer | |
| Building Inspector I/II | |
| Engineering Technician I/II | |
| Engineering Tech. Sup. | |
| Jr./Asst. Engineer | |
| Public Works Inspector I/II | |
| Sr. Building Inspector | |
| Sr. Engineering Technician (1) | (who do inspection/survey work) |
| Sr. Storekeeper/Buyer | |
| Storekeeper | |
- 28.3 Employees who are required to wear safety boots (listed in 28.2) will be provided with a boot allowance in July of each year.
- 28.4 Employees hired during the fiscal year will receive an allowance on a prorated basis.
- 28.5 Safety boots are defined as leather work boots with a minimum of 4” ankle support. Employees have the option of purchasing these boots with or without steel toes.
- 28.6 Safety boots must be appropriate to the job classification and the specific work hazards for the work performed.
- 28.7 The City reserves the right to determine if a boot is appropriate to the job class and work conditions.
- 28.8 Employees performing duties/tasks without appropriate footwear may be sent home and additionally may be subject to disciplinary action.

Chapter 5 – Work Hours, Schedules, Meals

ARTICLE XXIX – HOURS

- 29.1 Except as provided in subsequent sections, the normal hours of work for all represented personnel shall be eight hours per day and 40 hours per week. The lunch period shall normally commence between the third and fifth work hour at the discretion of the Supervisor.
- (a) Employees of the Library may work a schedule which includes split days off. The hours of work shall vary according to a pre-posted work schedule.
 - (b) Parking Enforcement Assistants and Animal Control personnel shall work a schedule which may provide at least one person to work each Saturday.
 - (c) Alternate work schedules may be developed by mutual agreement between the employee and the appropriate supervisor.
- 29.2 Work schedules presently in effect shall remain in effect; however, the City reserves the right to change the hours of work as stated above, after consultation with the employees involved. Notice of permanent changes to this schedule must be given two (2) weeks in advance. Temporary changes in this schedule must have at least 24 hours notice. The ALCE shall be notified of all permanent schedule changes.

ARTICLE XXX – MEALS

- 30.1 If the City requires an employee to perform work for one and one-half (1-1/2) hours immediately following quitting time, or if any employee is called in more than two (2) hours immediately before regular starting time, the City shall provide such employee with a meal. If an employee works beyond the regular quitting time, the City shall continue to provide meals at four (4) hour intervals until the employee is dismissed from work. The cost of such meals and the time taken to consume them shall be at the City's expense.
- 30.2 When the City requires employees to work on non-work days without notice, the City shall provide meals at intervals of four (4) hours. The first meal shall be four (4) hours after employees report to work, providing time is allowed for an employee to eat before reporting. If such time is not allowed, the first meal break

- shall be two (2) hours after reporting for work and at four (4) hour intervals thereafter.
- 30.3 When an employee is required to perform prearranged work on non-work days during regular work hours, he or she shall observe the lunch arrangement which prevails on his or her work days. If such work continues after regular work hours, the City shall provide the employee with meals in accordance with the provisions of Section 30.1 hereof.
- 30.4 If the City requires an employee to perform prearranged work starting two (2) hours or more before regular work hours on work days or non-work days, and such employee continues to work into regular work hours, the employee shall provide for one meal on the job and the City shall provide other meals as required by the duration of the work period. The meals provided for in this Section shall be eaten at approximately the usual times and the usual practice relating to lunch periods on work days shall prevail. The usual times therefore shall be 7:00 a.m. – 12:00 noon-6:30 p.m.

Chapter 6 – Association / City Issues

ARTICLE XXXI – ASSOCIATION LEAVE

- 31.1 Whenever any employee is absent from work as a result of a formal request by the ALCE to send an employee to school to be involved in Association business, the City shall pay for all regular time lost and shall be reimbursed therefore by the ALCE at the rate of one hundred and fifty percent (150%) of the employee's regular wage rate.
- 31.2 The City agrees to provide storage space to the ALCE for association materials.

ARTICLE XXXII – CHANGES IN MEMORANDUM

- 32.1 The parties agree to reopen this MOU and to renew meeting and conferring on the subjects set forth herein during the term of this MOU only in the event that any provision of this MOU is modified by statute, applicable regulation or by order of Court in such a way as to affect either the employees or the City. In such event, all remaining provisions of the MOU would continue in full force and effect

unless and until they are also modified by statute, applicable regulation or order of Court, or agreement of the parties.

ARTICLE XXXIII – CITY RIGHTS

33.1 It is understood and agreed between the parties that nothing contained in this Memorandum shall be construed to waive or reduce any rights of the City, which include, but are not limited to the exclusive rights to:

- Determine the mission of its constituent departments, commissions and boards.
- Set standards of service.
- Determine the procedures and standards of selection for employment.
- Direct its employees.
- Maintain the efficiency of governmental operations; to determine the methods, means and personnel by which government operations are to be conducted.
- Take all necessary actions to carry out its mission in emergencies.
- Exercise complete control and discretion in the technology of performing its work.

City rights also include the right to determine the procedures and standards of selection for promotion, to relieve employees from duty because of lack of work or other legitimate reasons, to take disciplinary action, and to determine the content of job classifications; provided, however, that the exercise by the City of the rights in this section does not preclude employees or their recognized employees organizations from filing grievances regarding the practical consequences that decisions on such matters may have on wages, hours or other terms and conditions of employment.

ARTICLE XXXIV – EMPLOYEE REPRESENTATION

34.1 This Memorandum of Understanding (hereinafter referred to as MOU) is entered into between representatives of the City of Lodi (hereinafter referred to as City) and representatives of the Lodi Chapter of the Association of Lodi City Employees (ALCE) for the General Services Unit.

The parties to this MOU acknowledge and agree that this MOU constitutes the result of meeting and conferring in good faith as contemplated by Sections 3500 et seq. of the Government Code of the State of California, and further

acknowledge and agree that all matters upon which the parties reached agreement are set forth in this Memorandum. Except as specifically modified by this MOU, all existing benefits currently being furnished to employees and all existing terms and conditions of employment are to continue in effect unless and until the parties meet and confer regarding a change in such existing benefits, terms or conditions of employment.

The terms and conditions of this MOU are applicable to all regular and probationary employees represented by the ALCE. Those classifications are as follows:

Accounting Clerk I/II	Administrative Clerk
Administrative Clerk, Sr.	Administrative Secretary
Animal Services Officer	Animal Services Officer, Assistant
Aquatics Coordinator	Building Inspector I/II
Building Inspector I/II	Building Inspector, Sr.
Buyer	Civil Engineer, Associate
Civil Engineer, Junior/Assistant	Community Improvement Officer I/II
Customer Service Rep. I/II	Customer Service Supervisor
Customer Services Rep., Sr.	D.P. Programmer Analyst I/II
Engineering Technician I/II	Engineering Technician, Sr.
Field Services Representative	Field Services Supervisor
Finance Technician	Information Systems Specialist
Librarian I/II	Library Assistant
Library Assistant, Sr.	Meter Reader
Network Technician	Office Supervisor
Parking Enforcement Assistant	Parks Program Specialist
Parks Project Coordinator	Permit Technician
Planner, Jr./Asst./Assoc.	Police Records Clerk I/II
Police Records Clerk Supervisor	Police Administrative Clerk, Sr.
Public Works Inspector I/II	Purchasing Technician
Storekeeper	Storekeeper, Sr.

- 34.2 The City shall grant dues deduction to City employees who are members of the ALCE in accordance with the terms and conditions set forth in Section 4, Rule 2 of City of Lodi Resolution No. 3344 entitled, "Adopting Rules and Regulations to Implement Provisions of the Employee-Employer Relations Resolution."

The ALCE shall indemnify, defend, and hold the City of Lodi harmless against any claims made and against any suit instituted against the City of Lodi on account of check-off of said employee organization's dues. In addition, the ALCE shall refund to the City of Lodi any amounts paid to it in error upon presentation of supporting evidence.

- 34.3 For purposes of continued certification of ALCE as the recognized employee organization for this unit, employees who are members or hereafter become

- members shall maintain membership with ALCE for the life of this memorandum except that any unit employee may withdraw from membership not earlier than ninety days (90) nor less than sixty (60) days before the expiration of this memorandum. Such withdrawal must be in writing and delivered to the Finance Department. A copy of the request shall be forwarded to ALCE upon receipt in the Finance Department. Should the ALCE vote to implement an agency fee, the language of this article will be amended accordingly.
- 34.4 The City shall allow ALCE access to city meeting facilities at no cost to ALCE subject to the operating needs of the City. Requests for such use shall be made in advance to the appropriate department head or designee and shall include the date, location, time and general purpose of such meeting. The City may establish reasonable regulations governing the use of such facilities.
- 34.5 No City employee or applicant for employment shall be discriminated against any aspect of employment because of race, national origin, ancestry, color, religious or political opinions or affiliations, union affiliation, age, sex or disability.
- 34.6 The City and ALCE agree and understand that if any section of the MOU in any way conflicts with the terms and conditions of employment stated in other authorities, such as the personnel rules, administrative policy and procedure manual, city resolutions, or city ordinances, any ambiguity will be resolved in favor of the MOU language. If the MOU is silent on any issue, the applicable document is controlling.

ARTICLE XXXV – GRIEVANCE PROCEDURE

- 35.1 This grievance procedure shall be used to process and resolve disputes regarding the interpretation or application of any of the terms and conditions of this MOU, letters of understanding, formal interpretations and clarifications executed by the ALCE and the City.

The intent of this procedure is to resolve grievances informally at the lowest possible level and to provide an orderly procedure for reviewing and resolving grievances promptly.

A grievance is a good faith complaint of one or a group of employees or a dispute between the City and the ALCE involving the interpretation, application or enforcement of the express terms of the MOU and other terms and conditions of employment and matter of discipline which includes demotion, suspension or discharge.

As used in procedure, the term “PARTY” means an employee, the ALCE, the City or the authorized representative of any party. The employee is entitled to representation through all steps in the procedure.

- 35.2 Disputes involving the following subjects shall be determined by the Grievance Procedures established herein:
- (a) Interpretation or application of any of the terms of this MOU, including Exhibits thereto, Letters of Agreement, and/or formal interpretations and clarifications executed by the ALCE and the City.
 - (b) Discharge, demotion, suspension, or discipline of an individual employee.
 - (c) Disputes as to whether a matter is proper subject for the Grievance Procedure.
 - (d) Disputes which may be of a “class action” nature filed on behalf of the ALCE or the City. Class action grievances shall be in writing from the ALCE to the City Manager or vice versa.
- 35.3 STEP ONE: Discussion between the employee and/or the employee’s representative, and the division head or designated supervisor directly involved, who shall answer within fifteen (15) work days. This step shall be taken within thirty (30) work days of the date of the action complained of, or the date the Grievant became aware of the incident which is the basis of the Grievance.
- 35.4 STEP TWO: If a grievance is not resolved in the initial step, a written statement signed by the Grievant shall be presented to the department head which shall include the action being grieved and the desired remedy. A discussion shall then take place between the employee, his or her representative, and the department head, who shall answer in writing within fifteen (15) work days. This Step shall be taken within fifteen (15) work days of the date the department head receives the written statement.
- 35.5 STEP THREE: If a Grievance is not resolved in STEP TWO, STEP THREE shall be the presentation of the Grievance, in writing, by the employee or his or her representative to the City Manager, who shall answer in writing within fifteen (15) work days of receipt of the Grievance. This Step shall be initiated within fifteen (15) work days of the date of the answer in STEP TWO.
- 35.6 STEP FOUR: If the Grievance is not resolved by the City Manager, arbitration shall be the final level of appeal for grievances and discipline. It is agreed by both parties that the decision of the arbitrator is binding and final on both parties and that if this procedure is utilized all other avenues of appeal are waived. If arbitration is chosen the City must be notified within fifteen (15) work days of the City Manager’s decision.

Within ten (10) working days after the request for arbitration is received by the City or at a date mutually agreed to by the parties, the parties shall meet to select an impartial arbitrator. If no agreement is reached at this meeting, the parties shall immediately and jointly request the State Conciliation and Mediation Service to submit to them a panel of five arbitrators from which the City and the ALCE shall alternately strike names until one name remains; this person shall be the arbitrator. If the State Conciliation and Mediation Service cannot provide a list of five arbitrators, the same request shall be made of the American Arbitration Association.

To insure that the arbitration process is as brief and economical as possible, the following guide lines shall be adhered to:

- a. An arbitrator may, upon mutual consent of the parties, issue a decision, opinion or award orally upon submission of the arbitration.
- b. Both parties and the arbitrator may tape record the hearing.
- c. There shall be no official transcript required; however, either party may utilize a court reporter at its own sole expense. The cost of a court reporter required by an arbitrator shall be shared equally by the parties.
- d. The parties may agree to prepare a joint letter submitting the issue in dispute. The letter shall present the matter on which arbitration is sought and shall outline the MOU provisions governing the arbitration. It may contain mutually agreed on stipulations of fact and it may be accompanied by any documents that the parties mutually agree shall be submitted to the arbitrator in advance of the hearing which may not necessarily be stipulations of fact. Further, if the parties mutually agree, the entire matter may be submitted to arbitration for review without a hearing. Absent agreement to prepare a joint letter, the parties may submit separate letters.
- e. The strict rules of evidence are not applicable and the hearing shall be informal.
- f. The parties have the right to present and cross examine witnesses, issue opening and closing statements, and file written closing briefs. Testimony shall be under oath or affirmation.
- g. The arbitrator may exclude testimony or evidence which he/she determines irrelevant or unduly repetitious.
- h. Attendance at a hearing shall be limited to those determined by the arbitrator to have a direct connection with the appeal. Witnesses normally would be present at the hearing only while testifying and should be

permitted to testify only in the presence of the employee or his/her representative and the employer's representative.

- i. The arbitration hearing will be held on the employer's premises.
- j. The cost of arbitration shall be borne equally by the parties. However, the cost, if any, of cancellation or postponement shall be the financial responsibility of the party requesting such delay unless mutually agreed by the parties.

The decision, opinion, or award shall be based on the record developed by the parties before and during the hearing. The decision will be in writing and shall contain the crucial reasons supporting the decision and award.

The arbitrator has no power to add to, subtract from, or modify the terms of the MOU or the written ordinances, resolutions, rules, regulations and procedures of the City, nor shall he/she impose any limitations or obligations not specifically provided for under the terms of the MOU. The arbitrator shall be without power or authority to make any decision that requires the City or management to do an act prohibited by law.

The arbitrator has no power to add to a disciplinary action.

- 35.7 Failure by either party to meet any of the aforementioned time limits as set forth in Sections 35.3, 35.4, 35.5, or 35.6 shall result in forfeiture by the failing party. Except, however, that the aforementioned time limits may be extended by mutual agreement. Grievances settled by forfeiture shall not bind either party to an interpretation of this MOU, nor shall such settlements be cited by either party as evidence in the settlement of subsequent grievances.
- 35.8 An employee may represent himself or herself at any step of the Grievance Procedure.

ARTICLE XXXVI – MUTUAL CONSENT CONTINGENCY

- 36.1 This MOU may be amended any time during its life upon the mutual consent of the City and the ALCE. Such amendment must be in writing and attached to all executed copies of this MOU.

ARTICLE XXXVII – NO STRIKES

- 37.1 The represented employees agree that they shall not strike, withhold services, engage in “slow downs” or “sick-ins” or participate in any other concerted activity which adversely affects job performance or City services during the term of this MOU.

ARTICLE XXXVIII – PROBATIONARY PERIOD

- 38.1 All appointments to positions in the classified service shall be subject to a probationary period of twelve (12) continuous months of service. The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee’s work for securing the most effective adjustment of an employee to his or her new duties, assignments and responsibilities in his or her new position and for rejecting any probationary employee whose performance does not meet required work standards. If the service of the employee is deemed to be unsatisfactory, the employee shall be notified that he or she has not satisfactorily completed probation.
- 38.2 During the probationary period, all new hires shall have the rights and privileges afforded to other employees, except:
- 1) Vacation Leave – See Article XIX for vacation schedule.
 - 2) The use of the Grievance Procedure to grieve termination.
 - 3) The City and the employee may mutually agree to extend the probationary period for not more than 6 months. The ALCE shall be notified of all extensions.
 - 4) Probation shall be extended for the same time as any leaves of absence.
- 38.3 In the event an employee is promoted and is rejected by the appropriate department head, he or she shall be reinstated to the position from which he or she was promoted unless he or she is discharged. The seniority and status of a rejected candidate shall continue as before.

ARTICLE XXXIX – PROMOTION

- 39.1 The City and ALCE mutually agree it is good personnel practice to make every effort to promote from within consistent with the best interests of the City.

ARTICLE XL - SENIORITY

40.1 Seniority is defined as the total length of continuous service with the City. Continuity of service shall not be broken and seniority shall accrue when an employee is:

- (a) Inducted, enlists, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marine under any Act of Congress which provides that the employee is entitled to re-employment rights.
- (b) On duty with the National Guard.
- (c) Is absent due to industrial disability.
- (d) On leave of absence.
- (e) Absent due to layoff for a period of less than twelve (12) consecutive months.

ARTICLE XLI – SHOP STEWARDS

41.1 The ALCE agrees to notify the City in writing as to the appointment of all shop stewards. Shop stewards shall be required to work full time in their respective classifications and shall not interrupt the work of other employees. A steward may, with reasonable notice and approval of his or her supervisor, leave the job during working hours for reasonable periods to investigate pending grievances and to take part in the Grievance Procedure. However, no steward shall leave the job while his presence is necessary in the judgment of his or her supervisor for the safe conduct and efficiency of the operations in which he or she is engaged.

ARTICLE XLII – STATUS

42.1 Employees shall be designated as regular, probationary, or temporary, depending upon the purpose for which they are hired and their length of continuous service with the City.

- (a) A regular employee is defined as an employee who has twelve (12) months or more service with the City in full-time employment, except as

provided for in the Rules for Personnel Administration, Article XI (Probationary Period).

- (b) A probationary employee is defined as an employee hired for a full-time position that has been regularly established as an authorized position and is of indeterminate duration. A probationary employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage and items of a similar nature, as he or she becomes eligible, but shall not be given preferential consideration for promotion or transfer or be eligible for a leave of absence. Upon completion of twelve month of continuous full-time service with the City, a probationary employee shall be given the status of a regular employee.
- (c) A temporary employee is an employee hired on a full-time basis to fill a full-time position (at least 32 hours per week). Temporary employees shall attain regular status after being employed for twelve (12) continuous months.
- (d) A contract employee is an employee hired on a part-time or full-time basis to perform a specific task or function for a limited duration. Such employees do not have rights to further employment with the City.

ARTICLE XLIII – TERM

- 43.1 The terms and conditions of this MOU shall continue in effect during the term of this MOU. The parties agree as follows:

TERM: Covering the period from July 1, 2003 through June 30, 2005.

ATTACHMENT A

General Services Positions					
Salary Schedule effective 12/8/2003					
Classification	Step A	Step B	Step C	Step D	Step E
Accounting Clerk I	2,325.43	2,441.70	2,563.79	2,691.97	2,826.57
Accounting Clerk II	2,557.96	2,685.86	2,820.16	2,961.16	3,109.22
Administrative Clerk	2,316.39	2,432.21	2,553.82	2,681.51	2,815.59
Administrative Clerk, Senior	2,548.03	2,675.43	2,809.20	2,949.66	3,097.15
Administrative Secretary	3,081.20	3,235.26	3,397.02	3,566.87	3,745.22
Animal Services Supervisor	3,006.11	3,156.42	3,314.24	3,479.95	3,653.95
Animal Services Officer, Assistant	2,614.08	2,744.78	2,882.02	3,026.13	3,177.43
Aquatics Coordinator	3,051.27	3,203.84	3,364.03	3,532.23	3,708.84
Building Inspector I	3,549.45	3,726.92	3,913.26	4,108.93	4,314.37
Building Inspector II	3,904.39	4,099.61	4,304.59	4,519.82	4,745.81
Building Inspector, Senior	4,294.83	4,509.57	4,735.05	4,971.80	5,220.39
Buyer	3,555.60	3,733.38	3,920.05	4,116.05	4,321.85
Civil Engineer, Junior	4,335.64	4,552.42	4,780.04	5,019.05	5,270.00
Civil Engineer, Assistant	4,769.20	5,007.66	5,258.04	5,520.95	5,796.99
Civil Engineer, Associate	5,246.12	5,508.42	5,783.85	6,073.04	6,376.69
Community Improvement Officer I	3,380.43	3,549.45	3,726.92	3,913.26	4,108.93
Community Improvement Officer II	3,718.47	3,904.39	4,099.61	4,304.59	4,519.82
Customer Service Representative I	2,325.43	2,441.70	2,563.79	2,691.97	2,826.57
Customer Service Representative II	2,557.96	2,685.86	2,820.16	2,961.16	3,109.22
Customer Service Rep., Senior	2,814.64	2,955.37	3,103.14	3,258.30	3,421.21
Customer Service Supervisor	3,378.30	3,547.22	3,724.58	3,910.81	4,106.35
D.P. Programmer Analyst I	3,731.73	3,918.31	4,114.23	4,319.94	4,535.94
D.P. Programmer Analyst II	4,108.56	4,313.99	4,529.69	4,756.18	4,993.98
Engineering Technician I	3,583.18	3,762.34	3,950.45	4,147.98	4,355.37
Engineering Technician II	3,941.49	4,138.57	4,345.50	4,562.77	4,790.91
Engineering Technician, Senior	4,335.64	4,552.42	4,780.04	5,019.05	5,270.00
Field Service Representative	3,162.32	3,320.44	3,486.46	3,660.78	3,843.82
Field Service Supervisor	3,640.22	3,822.23	4,013.34	4,214.00	4,424.70
Finance Technician	3,095.14	3,249.90	3,412.39	3,583.01	3,762.16
Information Systems Specialist	3,254.87	3,417.62	3,588.50	3,767.92	3,956.32
Librarian I	3,706.74	3,892.07	4,086.68	4,291.01	4,505.56
Librarian II	4,077.41	4,281.28	4,495.35	4,720.12	4,956.12
Library Assistant	2,432.22	2,553.83	2,681.52	2,815.59	2,956.37
Library Assistant, Senior	2,675.43	2,809.20	2,949.66	3,097.15	3,252.00
Meter Reader	2,877.64	3,021.52	3,172.59	3,331.22	3,497.79
Network Technician	3,979.92	4,178.91	4,387.86	4,607.25	4,837.61

ATTACHMENT A**General Services Positions**

**Salary Schedule effective
12/8/2003**

Classification	Step A	Step B	Step C	Step D	Step E
Office Supervisor	3,081.20	3,235.26	3,397.02	3,566.87	3,745.22
Parking Enforcement Assistant	2,634.22	2,765.93	2,904.22	3,049.43	3,201.91
Parks Program Specialist	3,662.19	3,845.30	4,037.56	4,239.44	4,451.41
Parks Project Coordinator	4,335.64	4,552.42	4,780.04	5,019.05	5,270.00
Planner, Junior	3,538.25	3,715.17	3,900.93	4,095.97	4,300.77
Planner, Assistant	3,892.08	4,086.68	4,291.01	4,505.57	4,730.84
Planner, Associate	4,281.29	4,495.35	4,720.12	4,956.13	5,203.93
Police Records Clerk I	2,299.17	2,414.13	2,534.84	2,661.58	2,794.66
Police Records Clerk II	2,529.09	2,655.55	2,788.33	2,927.74	3,074.13
Police Administrative Clerk, Senior	2,675.43	2,809.20	2,949.66	3,097.15	3,252.00
Police Records Clerk Supervisor	2,908.01	3,053.42	3,206.09	3,366.39	3,534.71
Public Works Inspector I	3,549.45	3,726.92	3,913.26	4,108.93	4,314.37
Public Works Inspector II	3,904.39	4,099.61	4,304.59	4,519.82	4,745.81
Purchasing Technician	2,962.27	3,110.39	3,265.91	3,429.20	3,600.66
Storekeeper	2,810.75	2,951.29	3,098.85	3,253.80	3,416.49
Storekeeper, Senior	3,091.83	3,246.43	3,408.75	3,579.18	3,758.14

ATTACHMENT B**General Services Positions**

Dollars to be added to salary schedule effective
the pay period in which July 1, 2004 falls

Classification	Step A	Step B	Step C	Step D	Step E
D.P. Programmer Analyst I	311.26	326.83	343.17	360.33	378.34
D.P. Programmer Analyst II	337.51	354.38	372.10	390.71	410.24
Information Systems Specialist	260.51	273.54	287.21	301.57	316.65
Network Technician	235.87	247.67	260.05	273.05	286.71

ASSOCIATION OF LODI CITY EMPLOYEES
GENERAL SERVICES

Judy Steinke

Judy Steinke
Chief Negotiator

Date: 7-9-04

Mark Zollo

Mark Zollo
President

Date: 7-8-04

Nancy Schmer

Nancy Schmer
Field Services Supervisor

Date: 7-8-04

Chris Mitchell

Chris Mitchell
Sr. Library Assistant

Date: 7/8/04

Shirley A. Rutz

Shirley Rutz
Library Assistant

Date: 7-8-04

Terri Lovell

Terri Lovell
Administrative Secretary

Date: 7/8/04

CITY OF LODI
A MUNICIPAL CORPORATION

Rick Bolanos

Rick Bolanos
City of Lodi

Date: 7/19/04

Joanne Narloch

Joanne Narloch
Human Resources Director

Date: 7/28/04